

Sample Coaching Agreement

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The coaching agreement document is a helpful way of structuring the expectations between the client and the coach. This document is meant to be used as a guide for creating your own coaching agreement, meaning you can use it as it is or customize it to suit your needs.

In addition to stating expectations, this document benefits life coaches by explaining in writing that coaching is not a substitute for counseling and this particular document also includes a "holds harmless" clause which is intended to offer a level of protection from lawsuits.

The best way to use this document is to include it as part of an "intake packet" which could also include a client information sheet, which captures all of the contact information for clients or your confidentiality agreement. Additionally, with an intake packet, you can include other tools and exercises to get the client started such as a wheel of life or a values exercise.

Be creative and use this "packet" as a way to both gather information and get your client excited about their upcoming journey with you as their life coach!

See below for a Sample Coaching Agreement.

New Coaching Client Welcome & Agreement

Each new client to my practice is a welcome addition. We have had our introductory call with each other and determined that we are optimistic and enthusiastic about what we can accomplish together. To bring our “best selves” to the coaching relationship, it is important that we share the same understanding about how we will work together.

Basic Shared Agreements:

- We agree to a minimum 3-month commitment of weekly or bi-weekly sessions. A 3-month commitment ensures that you understand that it takes time to change habits of thinking and acting, and that you are committed to making the concentrated effort and time.
- Coaching sessions are billed prior to the first session via (ENTER YOUR PREFERRED CREDIT CARD SERVICE HERE) or other arranged method and payment needs to be received prior to the first session.
- Each session is allotted one hour and takes place by phone or Skype unless otherwise arranged.
- I commit to bring myself to coaching sessions free from distractions and respectfully request that you do the same. A coaching session in a public venue with distractions and background noise is not efficient nor as effective.
- We agree to show up at the mutually scheduled time for our coaching session and if we need to reschedule, we will do so with a minimum of 24 hours' notice. I certainly understand that emergencies do arise and will accommodate those on a case-by-case basis.
- Should you “no-show” for two appointments during our coaching relationship (without notification or rescheduling) we will evaluate whether or not coaching is appropriate for you right now.

- If you've purchased a package and find yourself unable to use your sessions for any reason, you may put the remaining sessions on a 3-month hold. Session credits will not be carried out further than 3-months. Coaching fees are non-refundable should you decide to "quit" the process, as our complimentary session is designed to remove the possibility that we would not be a good fit for each other.
- I welcome communication between our calls via email (ENTER YOUR EMAIL HERE). It is my expectation that you will reach out if you hit a "sticky" spot that you would like some feedback on and that you will share the successes that you have on the way to creating your desired future. If you need an "emergency call" I can usually accommodate within the same week and I do not bill for calls that are 10 minutes or less.
- I welcome your input and questions along the way. Our relationship is a collaborative one and the more you put into it the more you will get out of it. Ask me questions, challenge my point of view, bring resources to the table that you've found, tell me where I'm wrong, and share with me your insights along the way.
- I will call my coach at the scheduled time (ENTER PHONE # HERE) unless otherwise stated. I understand that I am responsible for any long-distance charges. I have read and agree to the working agreements above and will honor them during our coaching relationship

Client name

Signature

Date

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